

C. I. G. Administrative Instructions

Approved For Release 2001/08/02 : CIA-RDP81-00720R000100010044-1

CONFIDENTIAL

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 March 1949

SUBJECT: Unvouchered Funds.

Administrative Instruction [REDACTED] dated 4 November 1947, subject:
Unvouchered Funds, is hereby rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A

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Washington, D. C.

ADMINISTRATIVE INSTRUCTION

MEMORANDUM

NUMBER [REDACTED]

10 September 1947

25X1A

SUBJECT: Unvouchered Funds

1. Special Funds Regulation No. 1 dated 21 October 1946, is changed as indicated below for those activities not under the supervision of the Assistant Director for Special Operations:

a. Paragraphs 3.3, 4.2, and 6.4 (b) (c) (d) and (e), and the extension of authority under Project 695 approved by the Deputy Director on 30 July 1947, are rescinded.

b. The authority of Assistant Directors and the Executive for A&M to approve obligations and expenditures of unvouchered funds without prior approval of the Director is withdrawn.

c. (1) All obligations, advances and expenditures of unvouchered funds for any purpose must be approved in advance by the Director, or his representative designated in writing.

(2) Requests for authority to obligate, advance, or expend unvouchered funds will be initiated by interested Branch or similar Chiefs and forwarded through Assistant Directors or Staff Section Heads and the Executive for A&M to the Director, except those projects submitted for action by the Projects Review Committee under the provisions of CIG Administrative Order [REDACTED] dated 25 October 1946. Recommendations of the Projects Review Committee will be submitted to the Director for final action in each case.

(3) Requests for authority to advance unvouchered funds under approved recommendations of the Projects Review Committee and vouchers covering expenditures thereunder will be reviewed by the Branch or similar chief, who will enter thereon the number and date of the approved project, and forward it through his Office or Staff Section Head for approval and transmission to the Chief, Special Services Division, Budget and Finance Branch, A&M, for action.

(4) Advances of unvouchered funds and certification for payment of vouchers covering expenditures and obligations of unvouchered funds in accordance with prescribed regulations may be made by the Chief and Deputy Chief, Budget and Finance Branch, A&M, or the Chief, Special Services Division of that Branch, when prior approval of the project has been obtained under the provisions of this directive.

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RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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(5) Vouchers covering expenditures or obligations of unvouchered funds approved by action other than by the Projects Review Committee will be handled in the same manner as indicated in (3) above.

2. A memorandum of instructions for the guidance of individuals who may travel under authorization involving reimbursement from unvouchered funds is attached.

3. The Executive Director and the Executive for Administration and Management are authorized in the name of the Director of Central Intelligence:

a. To approve travel within the continental limits of the United States of prospective employees to Washington for interview when considered as essential in the best interests of CIG.

b. To approve travel within the continental limits of the United States for recruiting purposes and/or incidental expenses incident thereto when circumstances in connection therewith warrant utilization of unvouchered funds.

c. To take final action on, or make recommendations to the Director in connection with cases normally handled under the provisions of paragraph 1c(4) above when the individuals listed therein are in disagreement with requests or vouchers presented to them for action.

4. Payment of the salaries of individuals employed on an unvouchered funds status pending the establishment of vouchered positions by the Civil Service Commission is authorized only until the date of establishment of the vouchered position in each case.

5. a. Each Assistant Director (except ADSO) and Staff Section Head will submit to the Projects Review Committee in writing, within ten days after receipt of this memorandum, his anticipated normal requirements, not previously approved by the Director, for unvouchered funds, by quarter, for the balance of the Fiscal Year 1948. A list of suggested classifications to be submitted is attached.

b. Major projects involving large expenditures which are not yet developed to a point which will permit factual and intelligent presentation may be omitted and submitted separately at later dates.

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R. H. HILLENKOETTER

Rear Admiral, USN

Director of Central Intelligence

2 Attachments

1. Instructions for Travelers
2. List of suggested classifications for projects

DISTRIBUTION "A"

AUTHORIZATION

1. The use of unvouchered funds for travel and expenses incident thereto will be authorized only when the nature of the travel or official duties in connection therewith is such that security considerations make it impracticable to pay travel costs from vouchered funds. All travel to be paid from unvouchered funds must be authorized or approved by the Director or his designee in writing.
2. A request for authorization to travel under unvouchered funds should be initiated by the appropriate Branch Chief and forwarded through the Assistant Director or Staff Section Chief and the Executive for Administration and Management for approval. The approved request will be returned to the traveler and a signed copy forwarded to the Chief, Special Services Division, Budget and Finance Branch, and will constitute the authority for payment of the traveler's account upon submission of a proper voucher.

ADVANCES

1. After the travel has been authorized by the Director, an advance of funds required to cover the anticipated costs of travel may be secured by the traveler from the Chief, Special Services Division. All advances must be fully accounted for by the traveler.

TYPE OF EXPENSES ALLOWED

1. Reimbursement will be made for actual costs of transportation by rail, bus, vessel, and air; and for taxi fares to and from railway stations, air or bus terminals. The lowest available first-class facilities may be secured. Luxury compartments, etc., are not allowed unless specifically justified by the circumstances. Travel by personally owned automobile or special conveyance, as distinguished from public common carrier facilities, must be specifically authorized or explained.
2. Per diem in lieu of subsistence will be allowed a traveler while he is away from his official station. Regardless of the amount actually spent by the traveler for personal items such as hotel rooms, meals, laundry, tips, etc., he will be reimbursed for only the amount of the stipulated per diem. The per diem rate for civilians in the U. S. is \$6.00 per day. For civilians traveling abroad the rate varies from \$7.00 upwards depending upon the location. The rates of per diem paid to military and naval personnel will not exceed that provided in military and naval regulations.
3. Under certain circumstances entertainment expenses in connection with securing confidential information and related official purposes will be allowed. The official purpose or necessity for the entertainment and the date and place must be shown. The number of persons entertained must be indicated together with a statement that names of the persons entertained are withheld for security reasons.

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4. Miscellaneous incidental expenses such as hire of stenographic services, rental of special quarters for official purposes, payment of telephone and telegraph charges, etc., may be allowed when the official necessity therefor is properly explained.

PREPARATION OF TRAVEL EXPENSE VOUCHER

1. Upon completion of travel the traveler will prepare Travel Voucher Form No. 33-12 with the following information indicated thereon:
 - a. An itinerary showing the dates and times of departure from and arrival at his official station and points visited on official business.
 - b. An itemization of per diem claimed, computed on the basis of the traveler's itinerary.
 - c. An itemization of all transportation charges paid and an explanation of any special conveyances or luxury accommodations used.
 - d. An itemization and justification of all entertainment or incidental expenses claimed.
 - e. Paid receipts supporting all expenditures, or an explanation as to why such receipts were not obtained.
2. The traveler will sign the Travel Voucher Form No. 33-12 as "Payee", and the appropriate Branch or Office Chief will sign as "Approving Officer". The Travel Account will then be forwarded to the Chief, Special Services Division, Room 210, Central Building, for audit and payment.

Attachment 1.

Suggested Items for Unvouchered Proposals

(When classification of Projects warrant the use of unvouchered funds)

01. Personal Services

Non-Civil Service Employees
Consultants

02. Travel

Transportation of Persons
Subsistence (reimbursement for actual expense or per diem)
Incidental Travel Expenses
Assessment and Recruiting Expense
Reimbursement for use of Privately-Owned Automobile

03. Transportation

Transportation of Things

04. Communication Services

Telegraph
Rental of Post Office Box
Telephone Installation Costs, Rental, and Tolls
Postage

05. Rents and Utility Services

Rental of Office
Equipment Rental
Utility Services

07. Other Contractual Services

Storage and Maintenance of Vehicles
Security Investigations (of Individuals)
Purchase of Information from Individuals or Firms
Entertainment Expense
Contract Stenographic Services
Newspaper and Magazine Clipping Service

08. Supplies and Materials

Office (Emergency) 08 08 08
Publications

Attachment 2.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.25X1A ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

4 November

25X1A SUBJECT: Unvouchered Funds
(Administrative Instructions [REDACTED] dated 10 Sept
25X1A ber 1947 and [REDACTED] dated 3 October 1947 are
rescinded.)I. REGULATIONS APPLICABLE TO CIA (EXCEPT OFFICE OF SPECIAL
OPERATIONS)1. Special Funds Regulations No. 1 dated 21 October 1946 is
amended as indicated below:a. Paragraphs 3.3, 4.2, and 6.4(b) (c) (d) and (e),
and the extension of authority under Project .005, approved
by the Deputy Director on 30 July 1947, are rescinded.b. The authority of Assistant Directors and the Exec-
utive for A&M to approve obligations and expenditures of
unvouchered funds without prior approval of the Director
is withdrawn.c. (1) All obligations, advances, and expenditures
of unvouchered funds for any purpose must be approved
in advance by the Director or his representative desig-
nated in writing.(2) Requests for authority to obligate, advance
or expend unvouchered funds will be initiated by interested
Branch or similar Chiefs and forwarded through Assistant
Directors or Staff Section Heads and the Executive for A&M
to the Director, except those projects submitted for action
by the Projects Review Committee under the provisions of
CIA Administrative Instruction [REDACTED] dated 25 October
1946. Recommendations of the Projects Review Committee
will be submitted to the Director for final action in each
case.(3) Requests for authority to advance unvouchered
funds under approved recommendations of the Projects Review
Committee and vouchers covering expenditures thereunder
will be reviewed by the Branch or similar chief who will
enter thereon the number and date of the approved project
and forward it through his Office or Staff Section Head
for approval and transmission to the Chief, Special Ser-
vices Division, Budget and Finance Branch, A&M for action.

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(4) Advances of unvouchered funds and certification for payment of vouchers covering expenditures and obligations of unvouchered funds in accordance with prescribed regulations may be made by the Chief and Deputy Chief, Budget and Finance Branch; A&M or the Chief, Special Services Division of that Branch when prior approval of the project has been obtained under the provisions of this directive. Any disputed items will be referred to the Executive for Administration and Management for action.

(5) Vouchers covering expenditures or obligations of unvouchered funds approved by action other than by the Projects Review Committee will be handled in the same manner as indicated in (3) above.

2. a. Travel on unvouchered funds will be authorized only when security considerations prevent the payment from vouchered funds. Requests for authorization to travel on unvouchered funds will be initiated by the appropriate Branch Chief and forwarded through the Assistant Director or Staff Section Head to the Executive for Administration and Management for action. Reimbursement for travel expenses will be allowed in accordance with applicable Government travel regulations.

b. A memorandum of instructions for the guidance of individuals who may travel under authorization involving reimbursement from unvouchered funds is attached.

3. Entertainment expenses in connection with securing confidential information and related official purposes will be authorized when justified. Accountings for such authorized expenditures should state the official nature of the entertainment, the date, the place, and the number of those entertained, and the names, unless security considerations prevent specific identification.

4. The Executive Director and the Executive for Administration and Management are authorized in the name of the Director to approve travel within the continental limits of the United States for recruiting purposes and/or incidental expenses incident thereto when circumstances in connection therewith warrant utilization of unvouchered funds.

II. REGULATIONS APPLICABLE TO CIA

1. Payment of the salaries of individuals employed on an unvouchered funds status pending the establishment of vouchered positions by the Civil Service Commission is authorized only until the date of establishment of the vouchered position in each case.

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2. No candidate or applicant for employment will be invited to travel to Washington at Government expense for assessment or interview without the prior personal approval of the Director or his representative designated in writing.

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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

Attachment -
Instructions Governing Expenditure of
Certain Unvouchered Funds

DISTRIBUTION: A

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CONFIDENTIALINSTRUCTIONS GOVERNING EXPENDITURE OF CERTAIN UNVOUCHERED FUNDSAUTHORIZATION

1. The use of unvouchered funds for travel and expenses incident thereto will be authorized only when the nature of the travel or official duties in connection therewith is such that security considerations make it impracticable to pay travel costs from vouchered funds. All travel to be paid from unvouchered funds must be authorized or approved by the Director or his designee in writing.
2. A request for authorization to travel under unvouchered funds should be initiated by the appropriate Branch Chief and forwarded through the Assistant Director or Staff Section Chief and the Executive for Administration and Management for approval. The approved request will be returned to the traveler and a signed copy forwarded to the Chief, Special Services Division, Budget and Finance Branch and will constitute the authority for payment of the traveler's account upon submission of a proper voucher.

ADVANCES

1. After the travel has been authorized by the Director, an advance of funds required to cover the anticipated costs of travel may be secured by the traveler from the Chief, Special Services Division. All advances must be fully accounted for by the traveler in accordance with CIA regulations.

TYPE OF EXPENSES ALLOWED

1. Reimbursement will be made for actual costs of transportation by rail, bus, vessel, and air; and for taxi fares to and from railway stations, air or bus terminals. The lowest available first-class facilities may be secured. Luxury compartments, etc., are not allowed unless specifically justified by the circumstances. Travel by personally owned automobile or special conveyance, as distinguished from public common carrier facilities, must be specifically authorized or explained.
2. Per diem in lieu of subsistence will be allowed a traveler while he is away from his official station. Regardless of the amount actually spent by the traveler for personal items such as hotel rooms, meals, laundry, tips, etc., he will be reimbursed for only the amount of the stipulated per diem. The per diem rate for civilians in the U.S. is \$6.00 per day. For civilians traveling abroad, the rate varies from \$7.00 upwards depending upon the location. The rates of per diem paid to military and naval personnel will not exceed that provided in military and naval regulations.
3. Miscellaneous incidental expenses such as hire of stenographic services, rental of special quarters for official purposes, payment of telephone and telegraph charges, etc., may be allowed when the official necessity therefor is properly explained.

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PREPARATION OF TRAVEL EXPENSE VOUCHER

1. Upon completion of travel, the traveler will prepare Travel Voucher Form No. 33-12 with the following information indicated thereon:
 - a. An itinerary showing the dates and times of departure from and arrival at his official station and points visited on official business.
 - b. An itemization of per diem claimed, computed on the basis of the traveler's itinerary.
 - c. An itemization of all transportation charges paid and an explanation of any special conveyances or luxury accommodations used.
 - d. An itemization and justification of all or incidental expenses claimed.
 - e. Paid receipts supporting all expenditures, or an explanation as to why such receipts were not obtained.
2. The traveler will sign the Travel Voucher Form No. 33-12 as "Payee", and the appropriate Branch or Office Chief will sign as "Approving Officer". The Travel Account will then be forwarded to the Chief, Special Services Division, Room 210, Central Building, for audit and payment.

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Attachment 1.

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Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010046-3

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 March 1949

25X1A SUBJECT: Unvouchered Funds.

25X1A Administrative Instruction [REDACTED] dated 4 November 1947, subject:
Unvouchered Funds, is hereby rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN
Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

4 November 1947

25X1A

SUBJECT: Unvouchered Funds

25X1A

(Administrative Instructions No. [REDACTED] dated 10 September 1947 and [REDACTED] dated 3 October 1947 are rescinded.)

25X1A

I. REGULATIONS APPLICABLE TO CIA (EXCEPT OFFICE OF SPECIAL OPERATIONS)

1. Special Funds Regulations [REDACTED] dated 21 October 1946 is amended as indicated below:

a. Paragraphs 3.3, 4.2, and 6.4(b) (c) (d) and (e), and the extension of authority under Project .005, approved by the Deputy Director on 30 July 1947, are rescinded.

b. The authority of Assistant Directors and the Executive for A&M to approve obligations and expenditures of unvouchered funds without prior approval of the Director is withdrawn.

c. (1) All obligations, advances, and expenditures of unvouchered funds for any purpose must be approved in advance by the Director or his representative designated in writing.

(2) Requests for authority to obligate, advance or expend unvouchered funds will be initiated by interested Branch or similar Chiefs and forwarded through Assistant Directors or Staff Section Heads and the Executive for A&M to the Director, except those projects submitted for action by the Projects Review Committee under the provisions of CIA Administrative Instruction [REDACTED] dated 25 October 1946. Recommendations of the Projects Review Committee will be submitted to the Director for final action in each case.

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(3) Requests for authority to advance unvouchered funds under approved recommendations of the Projects Review Committee and vouchers covering expenditures thereunder will be reviewed by the Branch or similar chief who will enter thereon the number and date of the approved project and forward it through his Office or Staff Section Head for approval and transmission to the Chief, Special Services Division, Budget and Finance Branch, A&M for action.

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(4) Advances of unvouchered funds and certification for payment of vouchers covering expenditures and obligations of unvouchered funds in accordance with prescribed regulations may be made by the Chief and Deputy Chief, Budget and Finance Branch, A&M or the Chief, Special Services Division of that Branch when prior approval of the project has been obtained under the provisions of this directive. Any disputed items will be referred to the Executive for Administration and Management for action.

(5) Vouchers covering expenditures or obligations of unvouchered funds approved by action other than by the Projects Review Committee will be handled in the same manner as indicated in (3) above.

2. a. Travel on unvouchered funds will be authorized only when security considerations prevent the payment from vouchered funds. Requests for authorization to travel on unvouchered funds will be initiated by the appropriate Branch Chief and forwarded through the Assistant Director or Staff Section Head to the Executive for Administration and Management for action. Reimbursement for travel expenses will be allowed in accordance with applicable Government travel regulations.

b. A memorandum of instructions for the guidance of individuals who may travel under authorization involving reimbursement from unvouchered funds is attached.

3. Entertainment expenses in connection with securing confidential information and related official purposes will be authorized when justified. Accountings for such authorized expenditures should state the official nature of the entertainment, the date, the place, and the number of those entertained, and the names, unless security considerations prevent specific identification.

4. The Executive Director and the Executive for Administration and Management are authorized in the name of the Director to approve travel within the continental limits of the United States for recruiting purposes and/or incidental expenses incident thereto when circumstances in connection therewith warrant utilization of unvouchered funds.

II. REGULATIONS APPLICABLE TO CIVIL SERVICE

1. Payment of the salaries of individuals employed on an unvouchered funds status pending the establishment of vouchered positions by the Civil Service Commission is authorized only until the date of establishment of the vouchered position in each case.


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2. No candidate or applicant for employment will be invited to travel to Washington at Government expense for assessment or interview without the prior personal approval of the Director or his representative designated in writing.

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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

Attachment -
Instructions Governing Expenditure of
Certain Unvouchered Funds

DISTRIBUTION: A

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INSTRUCTIONS GOVERNING EXPENDITURE OF CERTAIN UNVOUCHERED FUNDS

AUTHORIZATION

1. The use of unvouchered funds for travel and expenses incident thereto will be authorized only when the nature of the travel or official duties in connection therewith is such that security considerations make it impracticable to pay travel costs from vouchered funds. All travel to be paid from unvouchered funds must be authorized or approved by the Director or his designee in writing.
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ADVANCES

1. After the travel has been authorized by the Director, an advance of funds required to cover the anticipated costs of travel may be secured by the traveler from the Chief, Special Services Division. All advances must be fully accounted for by the traveler in accordance with CIA regulations.

TYPE OF EXPENSES ALLOWED

1. Reimbursement will be made for actual costs of transportation by rail, bus, vessel, and air; and for taxi fares to and from railway stations, air or bus terminals. The lowest available first-class facilities may be secured. Luxury compartments, etc., are not allowed unless specifically justified by the circumstances. Travel by personally owned automobile or special conveyance, as distinguished from public common carrier facilities, must be specifically authorized or explained.
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Attachment 1.

MEMORANDUM
NUMBER [REDACTED]

10 September 1947

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SUBJECT: Unvouchered Funds

1. Special Funds Regulation No. 1 dated 21 October 1946, is changed as indicated below for those activities not under the supervision of the Assistant Director for Special Operations:

a. Paragraphs 3.3, 4.2, and 6.4 (b) (c) (d) and (e), and the extension of authority under Project ~~605~~ approved by the Deputy Director on 30 July 1947, are rescinded.

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STATINTL


R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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Attachment 1.

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(When classification of Projects warrant the use of unvouchered funds)

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Non-Civil Service Employees
Consultants

02. Travel

Transportation of Persons
Subsistence (reimbursement for actual expense or per diem)
Incidental Travel Expenses
Assessment and Recruiting Expense
Reimbursement for use of Privately-Owned Automobile

03. Transportation

Transportation of Things

04. Communication Services

Telegraph
Rental of Post Office Box
Telephone Installation Costs, Rental, and Tolls
Postage

05. Rents and Utility Services

Rental of Office
Equipment Rental
Utility Services

07. Other Contractual Services

Storage and Maintenance of Vehicles
Security Investigations (of Individuals)
Purchase of Information from Individuals or Firms
Entertainment Expense
Contract Stenographic Services
Newspaper and Magazine Clipping Service

08. Supplies and Materials

Office (Emergency)
Publications

Attachment 2.

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

25X1A

SUBJECT: Unvouchered funds

3 October 1947

rescinded
by AI [REDACTED]
11/4/47

25X1A

1. Paragraph 3a, Administrative Instruction [REDACTED] dated 10 September 1947, is rescinded.

2. No prospective employee of CIA will be brought to Washington for interview except with the prior personal approval of the Director in each case. These instructions apply to all activities of CIA, including the Office of Special Operations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: NONE

DISTRIBUTION: A

(2982)

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

25X1A

25X1A

MEMORANDUM

17 September 1947

25X1A

NUMBER

AMENDMENT

SUBJECT: Unvouchered Funds

25X1A

The classification of Memorandum above subject,
dated 10 September 1947, is changed from unclassified to
CONFIDENTIAL.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for
Administration and Management

NO ATTACHMENTS

DISTRIBUTION "A"

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Washington, D. C.

25X1A

Rescinded by
A.I. [REDACTED]
11/4/47

25X1A

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

3 October 1947

SUBJECT: Unvouchered funds

25X1A

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2. No prospective employee of CIA will be brought to Washington for interview except with the prior personal approval of the Director in each case. These instructions apply to all activities of CIA, including the Office of Special Operations.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: NONE

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

3 October 1947

SUBJECT: Unvouchered funds

25X1A

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25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: NONE

DISTRIBUTION: A

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